



March 14, 2022

Notice is hereby given of a Regular Meeting of the Planning and Zoning Commission to be held on March 14, 2022 at 5:00 p.m., via videoconference, with the opportunity to appear in person in the **Council Chambers, Room 119 of City Hall, 202 East Pilar Street, Nacogdoches, Texas**, for the purpose of considering the following agenda items. All agenda items are subject to action.

The City of Nacogdoches Planning & Zoning meeting will be deemed as being conducted via videoconference. However, some Board Members may attend virtually, while others may be present in the above stated physical location. Regardless, the meeting will be streamed live at www.nactx.us/1200/Channel-21. There will be an opportunity for the public to comment on agenda items either by teleconference or in person in Council Chambers.

Members of the public who wish to submit comments by telephone on a listed agenda item must contact the Planning and Zoning office by email at lewisl@nactx.us or by calling 936-559-2574 and providing their name, telephone number and relevant agenda item upon which they wish to speak. All requests to make comments via telephone must be received by 12:00 p.m. on Monday, March 14, 2022. For all timely requests received, staff will call the submitted phone numbers directly during the meeting when the corresponding item comes up for comment. NOTE: The incoming phone call from City staff will be an unfamiliar number.

**PLEASE LIMIT PRESENTATIONS TO THREE MINUTES
(UNLESS PRIOR APPROVAL IS OBTAINED)**

1. CALL TO ORDER.
2. PLEDGE OF ALLEGIANCE.
3. **WORK SESSION:**
 - A. Presentation, discussion, and possible action regarding educational series related to Community Engagement & Meeting Facilitation.
 - B. Presentation and policy discussion regarding zoning application deadlines, commission meetings, and neighborhood meetings.
4. Open Forum: In addition to public comment on agenda items, the Commission offers an open forum whereby citizens may comment on governance issues over which the City of Nacogdoches has domain. In accordance with the Texas Open Meetings Act, members of the Commission shall not discuss, deliberate, or make any decisions on topics not posted as an agenda item. Speakers should address all remarks to the Commission and limit your remarks to no more than 3 minutes.
5. **CONSENT AGENDA:**

All matters listed under the Consent Agenda are considered routine by the Commission and will be enacted by one motion. These items include final plats where staff has found compliance with all

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minimum subdivision regulations. All items approved by Consent are approved with any and all staff recommendations. Since there will not be separate discussion of these items, citizens wishing to address the Commission regarding one or more items on the Consent Agenda may address the Commission at this time as well. If any Commissioner desires to discuss an item on the Consent Agenda it may be moved to the Regular Agenda for further consideration.

A. Approval of Minutes: Consider approval of minutes from the February 14, 2022 P&Z Meeting.

6. REGULAR AGENDA: City Council will receive staff recommendations and public input on the following items, and may deliberate and take formal action on the item.

A. Consideration, discussion, and possible action on items removed from the Consent Agenda by Commission action.

7. City Council Decisions on Planning & Zoning Cases:

A. February 22, 2022 City Council took the following action on the items listed below:

- Approved: Zone Change from R-3, Two Family to B-2, General Business for approximately 1.4 acres, being a portion of Lot 1-A-1, City Block 60 and 61, generally located at 2824 NW Stallings Drive.
- Approved: Specific Use Permit to allow a building addition for an existing Recreational Vehicle Sales facility on approximately 5 acres, being Lot 1-A-1, City Block 60 and 61, generally located at 2824 NW Stallings Drive.

8. Discussion and possible action on future agenda items: A Planning & Zoning Member may inquire about a subject for which notice has not been given. A statement of specific factual information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.

9. ADJOURN.

Rhonda Lewis, Office Assistant II



The City Council Chambers is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Planning Department at (936) 559-2574 or FAX (936) 559-2910 for further information.

CERTIFICATION

I certify the notice of meeting was posted in the directory outside of City Hall, 202 E. Pilar Street, Nacogdoches, Texas on March 9, 2022 at 3 p.m. and remained posted until the meeting convened.

Rhonda Lewis, Office Assistant II



Planning and Zoning Commission

Date: March 14, 2022

Agenda Item: 3.A.

PRESENTER: Alaina Helton, City Planner

ITEM/SUBJECT: Presentation, discussion, and possible action regarding educational series related to Community Engagement & Meeting Facilitation.

OVERVIEW:

During the September, 2021 Planning & Zoning (P&Z) Commission meeting, staff presented a list of planning topics for consideration to be included in future work sessions. The objective of these work sessions is to create awareness and increase the community's knowledge of important planning principles and processes and help develop a common language to talk about challenges and opportunities.

Benefits of Education Program

- Gets the average person involved
- Brings lots of people together to hear the same ideas at the same time
- Helps citizens see the 'why' behind proposed improvement initiatives
- Benefits government leaders
- Collect best practices and learn from others
- Sparks creative solutions
- Provides common language to discuss issues and opportunities
- Builds critical mass (which helps you execute)
- Educated citizens hold government officials accountable

This work session is the second installment of the educational series and will cover the topic of Community Engagement & Meeting Facilitation.

STAFF REVIEW:

N/A

STAFF REDOMMENDATION:

N/A

CITY CONTACT: Alaina Helton, AICP, Director of Planning & Neighborhood Services
heltona@nactx.us
(936) 559-2572

ATTACHMENTS:



Planning and Zoning Commission

Date: March 14, 2022

Agenda Item: 3.B.

PRESENTER: Alaina Helton, City Planner

ITEM/SUBJECT: Presentation and policy discussion regarding zoning application deadlines, commission meetings, and neighborhood meetings.

OVERVIEW:

The item will include a discussion regarding departmental policies for certain zoning applications including:

- Neighborhood meetings;
- Pre-development meetings;
- Extended timelines for certain zoning applications; and,
- Additional P&Z Commission meetings

STAFF REVIEW:

N/A

STAFF REDOMMENDATION:

N/A

CITY CONTACT: Alaina Helton, AICP, City Planner
heltona@nactx.us
(936) 559-2572

ATTACHMENTS:

**MINUTES TO THE
PLANNING & ZONING COMMISSION
February 14, 2022 – 4:00 p.m.
Regular Hybrid Meeting**

Members Present: Ken Deppisch (Chair), Don Mills, Ruth Carroll, Shannon Conklin, and Lily Phou

Members Absent: None

Staff Present: City Planner, Alaina Helton; Planning Technician, Juan Pollette; and, Rhonda Lewis, Office Assistant

Others Present: David and Robin Miller; Russell Bird; Brad Maule

1. Call to Order: Chairman Deppisch called the meeting to order at 4:04 p.m.

2. Pledge of Allegiance.

3. Work Session:

- a. Presentation, discussion, and possible action regarding an educational series related to Comprehensive Planning and Community Visioning.

City Planner (CP) Helton presented core principles of comprehensive plans, community visioning and the importance of planning for growth and development of communities.

Commissioner Phou asked if there is a tracking system in place for grants that the City has written and how many have been granted.

CP Helton stated that there is no database to track grants but would look into it. She also stated that the City budget report shows the city's funding sources including grants.

The Commission agreed to move the policy discussion portion of the Work Session to the end of this meeting.

4. Open Forum: There were no comments for the open forum.

5. Consent Agenda: All matters listed under the Consent Agenda are considered routine by the Commission and will be enacted by one motion. These items include final plats where staff has found compliance with all minimum subdivision regulations. All items approved by Consent are approved with any and all staff recommendations. Since there will not be separate discussion of these items, citizens wishing to address the Commission regarding one or more items on the Consent Agenda may address the Commission at this time as well. If a Commissioner desires to discuss an item on the Consent Agenda it may be moved to the Regular Agenda for further consideration.

- a. **Approval of Minutes:** Consider approval of minutes from the January 10, 2022, Planning & Zoning Commission meeting.

Chairman Deppisch made a motion to approve the minutes as written. Commissioner Phou seconded the motion and the minutes were approved unanimously (5-0).

6. Regular Agenda:

- Consideration, discussion, and possible action on items removed from the Consent Agenda by Commission action.
- **Public Hearing:** Consider a request for approval of a Zone Change from R-3, Two Family to B-2, General Business for a portion of Lot 1-A-1, City Block 60 and 61, generally located at 2824 NW Stallings Drive. This request has been submitted by Genuine LTD, LTD. Case File ZON2022-01.

CP Helton presented this item to the Commission for an existing RV sales facility. The applicant is proposing to replace a metal shed with new wash bays, which requires a Specific Use Permit and an update to the zoning. CP Helton informed the Commission that one home owner in the 200-foot notification area did contact the planning office with a general concern of increased property taxes.

Chairman Phou made a motion to approve the item as written. Commissioner Mills seconded the motion and the item was approved unanimously (5-0).

- **Public Hearing:** Consider a request for approval of a Specific Use Permit for Recreational Vehicle Sales for Lot 1-A-1, City Block 60 and 61, generally located at 2824 NW Stallings Drive. This request has been submitted by Genuine LTD, LTD. Case File SUP2022-01.

CP Helton presented to the Commission that the partnering zone change to this item requires an approval of a Specific Use Permit for RV sales.

CP Helton stated that the applicant will comply with planting trees along the street frontage and bring the property up to code with the screening requirements as well.

Commissioner Carroll made a motion to approve the Specific Use Permit as written. Chairman Deppisch seconded the motion, and the motion was approved unanimously (5-0).

- **Public Hearing:** Consider a request for approval of a Site Plan for a PD, Planned Development District for Lot 12-A, City Block 40, generally located at 817 N. Mound Street. This request has been submitted by Hettie Legg & Associates, LLC. Case File PD2022-01.

CP Helton presented this item to the Commission as the final stage of this Planned Development (PD) process.

CP Helton stated that this PD was approved in September 2021. The applicant plans to renovate an existing building for a medical office. A condition to the PD includes a proposal by the applicant to repair/replace, and maintain an existing fence along the south side of the property. In lieu of repairing the existing fence along the southern property boundary, the applicant proposes to build a new fence alongside the existing fence.

Commissioner Deppisch opened the floor for the public hearing.

Brad Maule made statements to the Commission that the applicant was not compliant with decision of the Commission on the fencing issue.

David Miller, the applicant, stated that he did not receive a plan from the City's Permit department on how to build the fence, but admitted that he did not research regulations on building the fence.

Chairman Deppisch called for any comments or questions on the site plan. There were none.

On the issue of the fence, Chairman Deppisch stated that the applicant is required to provide a finished and compliant fencing with City Code.

Chairman Deppisch called for a motion to approve the PD site plan. Commissioner Phou made a motion to approve, with the condition that the applicant is compliant with City Code regarding the fence. Commissioner Deppisch seconded the motion and the motion was approved unanimously (5-0).

3b. Work Session Continued:

The Commission agreed to postpone the policy discussion portion of the Work Session to the next regular P&Z meeting.

7. City Council decisions on Planning & Zoning cases:

- Denied with prejudice: Zone Change from R-2, Single Family to R-4, Multi-Family for Lot 36-A, City Block 48, located on the north side of Harris Street, approximately 200 feet west of Burk Street.
- Denied with prejudice: Zone Change from R-2, Single Family to R-3, Two-Family for Lots 2, 3, 3-A, and 4, Block 2, of the Driver-Simpson Addition, located at 735 Harris Street, and 811, 817 Ford Street.
- Approved: Zone Change from B-2, General Business to R-2, Single Family for Lots 17, 18 of the Brook Hollow Addition Section 1, located on the west side of Brookhollow Drive, approximately 140 feet north of Ridgewood Drive.

8. Discussion and possible action on future agenda items: A Planning & Zoning Member may inquire about a subject for which notice has not been given. A statement of specific factual information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.

There were none.

9. Adjourned:

Meeting was adjourned at 6:43 p.m.

Chairman, Ken Deppisch

Attest: Rhonda Lewis, Office Assistant II